Chapter 2 Procedures

Function Overview

The purpose of this chapter is to describe the procedures to add or change text in AGPS. Due to the nature of the purchasing function, text is used in many places in AGPS and is extremely important to the success of AGPS. All purchasing documents produced by AGPS will contain text of some nature.

Text processing in AGPS identifies a group of transactions that are used to enter and maintain free-form text. Text processing in AGPS is not as sophisticated as a word processor on the PC because the mainframe computer does not operate in the manner required for interactive word processing.

There are some minor differences among AGPS text transactions, but the transactions function basically the same and can be discussed as a group without fear of confusion. There are two basic types of text transactions, those that require a text type indicator and those that do not. There are only a few text transactions which require a text indicator. A text indicator tells AGPS that the text is grouped or segmented in some fashion and should be treated differently when printed. Commodity description is an example of this type text. The various commodity description text types are used by AGPS to determine what parts of the commodity description is to print on which documents.

The majority of AGPS text transactions do not require a text indicator. Typical of this type transaction is RNTE, RVTX, RLTX, ONTE, etc.

1 PROCESSING DETAIL

1.1 Creating Text

Overview In AGPS, the user is provided the capability to create required text records as needed.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text

Outputs

- Updated text table record

Completing The Procedure

Cross-Reference Steps

1. Determine text processing requirement, transaction to use, key(s) and required text.
2. To create text, type the text transaction in the Function Line and press RETURN/ENTER.
3. Type **G** (GET) in the Function Line and the desired record number in the record number field and press RETURN/ENTER. If text exists, it will be displayed, if not a screen ready for text to be entered will be displayed. Periods in column one of the text area means that no text exists on that line.
4. Type **C** (CHANGE) in the Function Line
5. Using the TAB key, move to the text area and type the desired text in the text area.
6. When all text has been entered, press RETURN/ENTER.

   If errors exist, AGPS will display error messages at the bottom of the screen. The user must correct the entered data and press RETURN/ENTER. If errors do not exist, AGPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

Cross-Reference Steps

NOTE: The user may indent as needed and may place blank lines in the text by spacing out the period.

For text record processing see the following information.

CREATING AGENCY SPECIAL DELIVERY TEXT

See Section 2, Agency Database Maintenance for a discussion of Agency Special Delivery Text (ASDT).

CREATING COMMODITY DESCRIPTIONS

When creating commodity descriptions, you must enter a commodity text type to the left of each line of commodity description. See Section 3, Commodity Database Maintenance (CSPC) for a discussion of the various commodity text type codes.

CREATING CONTRACT COMMODITY DESCRIPTIONS CHANGES

When creating commodity descriptions changes, you must enter a commodity text type to the left of each line of commodity description. See Section 11, Contract Processing (KMOD) for a discussion of the various commodity text type codes.

CREATING CONTRACT NOTICE OF AWARD TABLE

See Section 11, Contract Processing (KNOA) for a discussion of Contract Notice of Award Text.

CREATING CONTRACT NOTES TABLE

See Section 11, Contract Processing (KNTE) for a discussion of Contract Notes Table.

CREATING CONTRACT VENDOR TEXT TABLE

See Section 11, Contract Processing (KVTX) for a discussion of Contract Vendor Text Table.

CREATING CHANGE ORDER COMMODITY DESCRIPTIONS CHANGES

When creating change order commodity descriptions changes, you must enter a commodity text type to the left of each line of commodity description. See Section 9, Order Change Processing (OCMD) for a discussion of the various commodity text type codes.

CREATING ORDER CHANGE TEXT CHANGES

Cross-Reference Steps

Section 9, Order Change Processing (OCTX) for a discussion of Order Change Text.

CREATING ORDER COMMODITY DESCRIPTIONS CHANGES

When creating order commodity descriptions changes, you must enter a commodity text type to the left of each line of commodity description. See Section 8, Order Processing (OFST/OMOD) for a discussion of the various commodity text type codes.

CREATING ORDER NOTES

See Section 8, Order Processing (ONTE) for a discussion of Order Notes.

CREATING ORDER VENDOR TEXT TABLE

See Section 8, Order Processing (OVTX) for a discussion of Order Vendor Text Table.

CREATING REQUISITION LINE TEXT

See Section 6, Requisition Processing (RLTX) for a discussion of Requisition Line Text.

CREATING REQUISITION SPECIFICATION CHANGES

When creating requisition commodity descriptions (specification) changes, you must enter a commodity text type to the left of each line of commodity description. See Section 6, Requisition Processing (RMOD) for a discussion of the various commodity text type codes.

CREATING REQUISITION SPECIFICATION TEXT

See Section 6, Requisition Processing (RTXL) for a discussion of Attach Requisition Specifications.

Cross-Reference Steps

CREATING REQUISITION NOTES

See Section 6, Requisition Processing (RNTE) for a discussion of Requisition Notes.

CREATING REQUISITION VENDOR TEXT TABLE

See Section 6, Requisition Processing (RVTX) for a discussion of Requisition Vendor Text Table.

CREATING SOLICITATION ATTACHMENT TEXT

See Section 7, Solicitation Processing (SATT/3) for a discussion of Solicitation Attachment Text.

CREATING SOLICITATION AMENDMENT TEXT TABLE

See Section 7, Solicitation Processing (SATX) for a discussion of Solicitation Amendment Text Table.

CREATING SOLICITATION NOTES

See Section 7, Solicitation Processing (SNTE) for a discussion of Solicitation Notes.

CREATING SOLICITATION TEXT LINE CHANGES

See Section 7, Solicitation Processing (STXL) for a discussion of Solicitation Text Line Changes.

CREATING SOLICITATION VENDOR TEXT TABLE

See Section 7, Solicitation Processing (SVTX) for a discussion of Solicitation Vendor Text Table.

CREATING TEXT LINE TABLE

See Section 5, Text Database Maintenance (TXLN) for a discussion of Text Line Table.

CREATING VENDOR NOTES

See Section 4, Vendor Database Maintenance (VNTE) for a discussion of Vendor Notes.

1.2 Copy and Modify Text

Overview

To copy and modify text in AGPS means to copy standard text from the Text or Commodity database to a purchasing document and modify it just for that document without affecting the original text.

The copy and modify text transactions are shown above. When the text first appears on the screen it is exactly as the original. If the user makes a single key stroke change to the text, the text will be saved in its entirety and retained for use with that purchasing document. For example, a term and condition existing in the Text database may need to be slightly modified for a particular solicitation. The user may reference that text, use the STXL transaction to see the actual text from the Text database and change the text as needed. When the changes are made, the text is saved for that solicitation without affecting the original text in the Text database.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text/change to text

Outputs

- Updated text table record

Completing The Procedure

Cross-Reference	Steps
	1. Determine text processing requirement, transaction to use, key(s) and required text.
	2. If the user is not viewing the desired text transaction, type the desired text transaction in the Function Line and press RETURN/ENTER.
	3. Type **G** (GET) in the Function Line and the desired record key in the record key fields and press RETURN/ENTER.
	4. Type **C** (CHANGE) in the Function Line
	5. Using the TAB key, move to the first text line and type the desired text.
	6. When all text has been entered correctly, press RETURN/ENTER.

Cross-Reference	Steps
	If errors exist, AGPS will display error messages at the bottom of the screen. The user must correct the entered data and press RETURN/ENTER. If errors do not exist, AGPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

1.3 Changing General Text

Overview

To change text in AGPS, the user must retrieve the desired text and type the changes over the existing text.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text/change to text

Outputs

- Updated text table record

Completing The Procedure

Cross-Reference	Steps

1. Determine text processing requirement, transaction to use, key(s) and required text.
2. If the user is not viewing the desired text transaction, type the desired text transaction in the Function Line and press RETURN/ENTER.
3. Type **G** (GET) in the Function Line and the desired record key in the record key fields and press RETURN/ENTER.
4. Type **C** (CHANGE) in the Function Line
5. Using the TAB key, move to the text line to be changed and type the desired text.
6. When all text has been entered correctly, press RETURN/ENTER.

   If errors exist, AGPS will display error messages at the bottom of the screen. The user must correct the entered data and press RETURN/ENTER. If errors do not exist, AGPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

1.4 Inserting and Deleting Text Lines

Overview

To insert or delete text several conditions have to be met:

- The area to which text is to be inserted or deleted from must be on the screen.
- The user can only insert or delete as many lines as are shown on the screen.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text/change to text

Outputs

- Updated text table record

Completing The Procedure

Cross-Reference Steps

1. Determine text processing requirement, transaction to use, key(s) and required text.
2. a. Type **C (CHANGE)** in the Function Line.

   b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

   c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines displayed)) **or**, if inserting text, insert the text line number after which text is to be inserted.
3. Press RETURN/ENTER.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will 'PREVIOUS UPDATE SUCCESSFUL'.

   X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

Cross-Reference Steps

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

a. If inserting text, type **C (CHANGE)** in the function line.

b. Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out. skip to step 4.

c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.5 How To Enter More Text Lines When The Screen Is Full

Overview

The user is also provided the capability to enter more lines of text when the screen is full.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text/change to text

Outputs

- Updated text table record

Completing The Procedure

Cross-Reference Steps

1. Determine text processing requirement, transaction to use, key(s) and required text.
2. Type **G** (GET) in the Function Line of the primary text transaction screen
   a. Using the TAB key, move to Text Action field and type **B**
3. Press RETURN/ENTER. This will move the bottom line to the top of the text area and allow more text to be entered.
4. Type **(C) CHANGE** in the Action line.
   a. Using the TAB key, move to the first null text line and type the desired text.
5. When complete press RETURN/ENTER.

   If errors exist, AGPS will display error messages at the bottom of the screen. The user must correct the entered data and press RETURN/ENTER. If errors do not exist, AGPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

1.6 Adding Text At the Top Of A Document

Overview

The user is also provided the capability to enter more lines of text at the top of a text record where a blank or null line does not currently exist.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text/change to text

Outputs

- Updated text table record

Completing The Procedure

Cross-Reference	Steps

1. Determine text processing requirement, transaction to use, key(s) and required text.
2. To add text at the top of beginning of a document.
   a. Type **G** (GET) in the Function Line
   b. Using the TAB key, move to Text Action field and type **T**
3. Press RETURN/ENTER. This will move the top of the document.
   a. Using the TAB key, move to Text Action field and type **U**
4. Press RETURN/ENTER. This will create a blank lines at the top of the document.
5. Type **(C) CHANGE** in the Action line.
   a. Using the TAB key, move to the first text line field and type desired text
6. Press ENTER.

Cross-Reference Steps

If errors exist, AGPS will display error messages at the bottom of the screen. The user must correct the entered data and press RETURN/ENTER. If errors do not exist, AGPS will update the database and display "ALL LINES CHANGED" at the bottom of the screen.

2 SCROLLING THROUGH A DOCUMENT

2.1 Scrolling Down

Overview

In AGPS, text processing transactions text lines may be scrolled down a screen (nine lines) as a text action.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text scroll action

Outputs

- Display of scrolled text table text lines

Completing The Procedure

Cross-Reference	Steps

1. Determine text scrolling action.
2. To scroll down in a document a page (nine text lines) at a time.
   a. Type **G** (GET) in the Function Line
   b. Using the TAB key, move to the Text Action field and type **D**
3. Press RETURN/ENTER.

   AGPS will move you down the document one page. Continue to press RETURN/ENTER to scroll down the document.

2.2 Scrolling Up

Overview

In AGPS, text processing transactions text lines may be scrolled up a screen (nine lines) as a text action.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text scroll action

Outputs

- Display of scrolled text table text lines

Completing The Procedure

Cross-Reference Steps

1. Determine text scrolling action.
2. To scroll up in a document a page (nine lines of text) at a time.
   a. Type **G** (GET) in the Function Line
   b. Using the TAB key, move to the Text Action field and type **U**
3. Press RETURN/ENTER.

   AGPS will move you up the document one page. Continue to press RETURN/ENTER to scroll up the document.

2.3 Scrolling To The Bottom

Overview

In AGPS, text processing transactions text lines may be scrolled to the bottom (last line of text) of the record from any point within the record.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text scroll action

Outputs

- Display of scrolled text table text lines

Completing The Procedure

Cross-Reference Steps

1. Determine text scrolling action.
2. To scroll to the bottom of a document.
   a. Type **G** (GET) in the Function Line
   b. Using the TAB key, move to the Text Action field and type **B**
3. Press RETURN/ENTER.

   AGPS will move you directly to the bottom of the document.

2.4 Scrolling To The Top

Overview

In AGPS, text processing transactions text lines may be scrolled to the top (first line of text) of the record from any point within the record.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text scroll action

Outputs

- Display of scrolled text table text lines

Completing The Procedure

Cross-Reference Steps

1. Determine text scrolling action.
2. To scroll to the top or beginning of a document.
   a. Type **G** (GET) the Function Line
   b. Using the TAB key, move to the Text Action field and type **T**
3. Press RETURN/ENTER.

   AGPS will move you to the beginning of the document.

2.5 Scrolling To A Page (Relative Text Line)

Overview

In AGPS, text processing transactions text lines may be scrolled to a specific page (relative text line) of the record from any point within the record.

Inputs

- Required text processing screen
- Required text screen key(s)
- Required text scroll action

Outputs

- Display of scrolled text table text lines

Completing The Procedure

Cross-Reference Steps

1. Determine text scrolling action.
2. To scroll to a specific page number.
   a. Type **G** (GET) in the Function Line
   b. Using the TAB key, move to the Text Action field and type **R**
   c. Using the TAB key, move to the Line Number field and type the relative text line number
3. Press RETURN/ENTER.

   AGPS will move you to that relative text line number and display up to eight lines of text following that line, if existing.

3 TEXT UPLOADING

3.1 Uploading Text From A Personal Computer Word Processor

Overview

In AGPS, the user has the capability to upload text to the AGPS Text Database from a personal computer word processor.

Inputs

- Required text record from a personal computer word processor in ASCII format
- Required text upload program
- Required text reference in TEXT Table

Outputs

- Updated TEXT Table

Completing The Procedure

Cross-Reference Steps

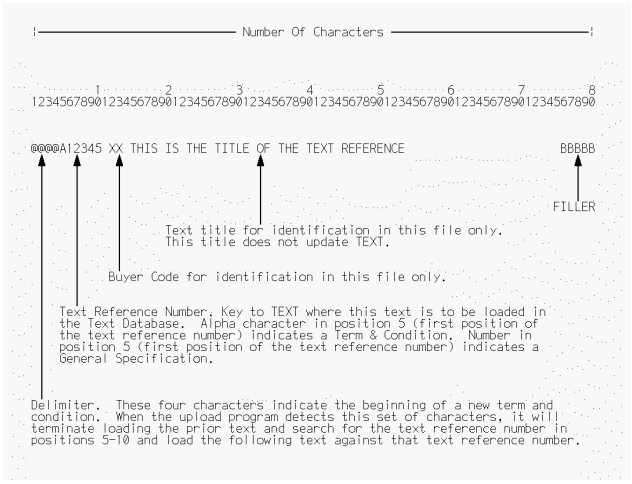
1. Create the desired text on the PC using word processor.

   Due to the technical incompatibilities between the personal computer and the mainframe, there a few rules which must be followed while creating the text.

   - Do not use controls codes such as TABS, CENTERING, UNDERLINING, BOLD, etc. The mainframe does not recognize these control characters.
   - The text can only be 70 characters wide. So make sure that your margins are set on zero and 70.

     The first line of text with the delimiter should look like the following:

Cross-Reference Steps



The ASCII file can be only 70 characters in width (10 characters filler for the text line). Actual example of an ASCII file follows. Key is just like you want it to appear on the documents.

```
@@@@A12345 10 INSURANCE

INSURANCE

THE CONTRACTOR MAY INSURE SOME PORTIONS OF THE RISK ASSUMED UNDER THE PROVISIONS
OF THE CONTRACT BASED UPON THE CONTRACTOR'S ABILITY (SIZE AND FINANCIAL RESERVES
INCLUDED) TO SURVIVE A SERIES OF ADVERSE, ETC., ETC.
```

- When you have entered the text, run spell check, proof it and correct it, save the file as an ASCII file. Give the file a name with the extension of .ASC.

2. Notify the system administrator that you want the file moved to the mainframe.

3. The system administrator will:

Cross-Reference	Steps

a. If the text reference does not exist in the Text database, create a text reference in the Text database using the procedures in Section 5, Text Database Maintenance.

b. If the text reference existed, proceed to the next step.

c. Execute program TEXTUPLD to move the file to the mainframe and upload it to the Text database.